

<p style="text-align: center;"><b>Traffic Management Unit - Work Zone Traffic Control Section</b> <b>Submittal Evaluation Guidance and Rating</b></p>
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Unless otherwise agreed to during scoping or project brainstorming, use the following guidance and rating scales to complete the WZTC Submittal Evaluation Form for the Staging Concept and the Pre-Final submittals. This applies to submittals developed by both in-house design personnel and private engineering firms. The evaluator may use their discretion when this format doesn't lend itself to a specific assignment.

**Task 1: Meeting Project Schedule**

**Guidance:**

	Essential Components - Staging Concept and Pre-Final Submittals
1	Make timely submittals of Traffic Management Plans, including all required supporting documents & documentation, according to the schedule agreed upon.

**Rating Scale:**

10	Perfect	One or more days ahead of schedule
8	Very Good	On time
6	Acceptable	One day behind schedule
4	Needs Improvement	One week behind schedule
2	Very Poor	More than one week behind schedule

**Task 2: Project Notes/Written Staging/Written Phasing****Guidance:**

	<b>Staging Concept Submittal</b>	<b>Pre-Final Submittal</b>
	<b>Essential Components</b>	<b>Essential Components</b>
1	Provide a staging concept [if required by Supervisor] that outlines the order of construction activities, controlling operations, concurrent operations and identifies the necessary method(s) of traffic control.	Traffic control phasing should be an expansion of the construction staging. Provide phasing that is <b>clear, easy to follow, and laid out in a logical manner</b> (If the WZTC reviewer can't follow the phasing, then the Contractor is going to have even more trouble).
2	Staging concept should identify: <ul style="list-style-type: none"> <li>• What construction is taking place?</li> <li>• What traffic control measure is used to handle traffic during this construction?</li> <li>• Where is traffic at the end of the day?</li> </ul>	Traffic control phasing shall cover all necessary construction operations as well as the traffic control methods needed to complete the construction. The phasing should also cover controlling operations, concurrent overlapping operations, and step out major traffic shifts. Minimize station call outs and description of the work as much as possible by referring to the detail sheets that display the work and station numbers.
3	Staging concept should identify the following (if necessary): <ul style="list-style-type: none"> <li>• Grade changes</li> <li>• Temporary shoring</li> <li>• Staged bridge or culvert construction</li> <li>• Temporary pavement</li> <li>• On or off site detours</li> <li>• Temporary Signals</li> <li>• Temporary Signing</li> </ul>	Traffic control phasing shall have the appropriate Roadway Standard Drawings referenced. If/when the RSD's do not fit, describe the change in the phasing if a new detail isn't provided. Refer to traffic control detail drawings and typical drawings by the appropriate detail name/number and sheet number.
4	N/A	Traffic control phasing shall contain any Intermediate Contract Times (ICT) needed throughout the project. ICTs should be coordinated with the Division and Marsha Sample for duration and scope of work within the ICT.
5	<b>Project Notes</b> – provide a preliminary list of applicable General Notes and Local Notes (if necessary). May include recommendations for lane closure time restrictions and other restrictions.	Provide a Finalized list of the most current set of General Notes and any necessary Local Notes. All lane closure/time restrictions should be finalized with the Division at this point. All notes that designate Contractor or State Forces performing work should be finalized. Project Notes should be complete at this time and not need further changes.

**Task 3: Overviews/Concept Drawings/Traffic Control Details****Guidance:**

	<b>Staging Concept</b>	<b>Pre-Final</b>
	<b>Essential Components</b>	<b>Essential Components</b>
1	Conceptual drawings shall clearly represent and communicate (i.e. plan is easily followed and understood by others) an engineered traffic staging concept that addresses motorist safety, worker safety, traffic mobility, and contractor productivity in accordance with the Transportation Management Plan TC Plan Guidelines and MUTCD.	Drawings and details that clearly communicate (i.e. plan is easily followed and understood by others) a final engineered design that addresses motorist safety, worker safety, traffic mobility, and contractor productivity in accordance with the Transportation Management Plan TC Plan Guidelines and the MUTCD.
2	Overview or conceptual drawings that correctly identifies where and what construction is occurring during each construction phase. Controlling operations are properly identified.	Drawings, cut sections, and special details that show with the necessary level of detail where/how traffic is to be maintained during each phase of construction. This includes the proper design and detail of long term temporary traffic patterns (warning signs, channelizing devices, positive protection, and pavement markings); short term temporary traffic control setups not provided by RSD's; offsite detour details and bike and pedestrian accommodations.
3	Overview or conceptual drawings that show where traffic is to be maintained during each phase of construction, cross section views taken at appropriate locations, and identification of potential offsite detour routes.	Drawings, cut sections, and special details that show with the necessary level of detail where/what construction (including utilities, grading, drainage, paving, bridges, signing) is occurring during each phase of construction.
4	Details that illustrate or call special attention to potential constructability issues. These include specific areas of the roadway design (including utilities, grading, drainage, paving, bridges, signing) that may be difficult if not impossible to construct using conventional lane closures or detours due to working space or time restrictions. Include probable locations of temporary pavement, signals, and shoring.	Drawings include coordinated efforts between Work Zone Traffic Control and other NCDOT Design Units (including temporary pavement, signals, drainage, shoring). Drawings properly incorporate previous redline reviews.
5	Drawings prepared in accordance with the Transportation Management Plan TC Plan Format Guidelines. This includes using the current CADD Workspace, correct drafting scales and font sizes, coordinately correct details, and plan set is properly assembled.	Drawings prepared in accordance with the Transportation Management Plan TC Plan Format Guidelines. This includes using the current CADD Workspace, correct drafting scales and font sizes, coordinately correct details, and plan set is properly assembled.

#### **Task 4: Quantity Estimate**

##### **Guidance:**

	<b>Essential Components – Applies to Pre-Final</b>
1	Provide an accurate estimate of quantities for all necessary Traffic Control items to be utilized during construction including simple to follow supporting calculations and/or worksheets.

#### **Task 5: Meetings/Coordination/Correspondence**

##### **Guidance:**

	<b>Essential Components – Applies to both submittals</b>
1	<p><b>Meetings</b> - Attend and present the proposed Traffic Management Plan (TMP) at all required meetings, to include but not limited to the Final Design Field Inspection (FDFI), Combined Field Inspection (CFI), Pre-Let Field Inspection (PLFI), Temporary Shoring Meetings, Internal Constructability Review (ICR), External Constructability Review (ECR) and all additional meetings as required.</p> <p>Note: Not all of the above meetings are required during the development of the TMP.</p> <p><b>Meeting Minutes</b> - Take minutes of all meetings focusing on project information pertinent to Traffic Control issues. Submit a written draft, including attendance roster, of these minutes for approval within three (3) business days of the meeting. After approval, distribute the minutes to all attendees and any other parties involved with the project as required within three (3) business days of the approval.</p>
2	<p><b>Coordination</b> - Coordinate with Work Zone Traffic Control, Division Personnel, and all other NCDOT Units (including Municipalities when applicable) to identify Intermediate Contract Times (ICTs), realistic detour routes, investigate potential problem/constructability issues and possible solutions. Document the follow up that ensures the coordinated efforts are included in the contract documents.</p>
3	<p><b>Correspondence</b> - Provide documentation of all written, oral and electronic coordination with each submittal. All electronic correspondence (e-mails, etc.) pertinent to Traffic Control shall include Work Zone Traffic Control.</p>

**Rating Scale for Tasks 2 thru 5:**

10	Perfect	All of the essential components are included with no provided guidance or recommended edits.
8	Very Good	All of the essential components are included with a minimal level of guidance and/or recommended edits
6	Acceptable	All of the essential components are included with a moderate level of guidance and/or recommended edits, some required.
4	Needs Improvement	An essential component is missing and/or a significant level of guidance and/or many required edits.
2	Very Poor	Multiple essential components are missing and/or a significant level of guidance and/or many required estimates.